



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5601

DivO 5213.7C
ADJ
26 OCT 1992

DIVISION ORDER 5213.7C

From: Commanding General
To: Distribution List

Subj: FORMS CONTROL AND MANAGEMENT

Ref: (a) MCO 5213.7B
(b) SECNAVINST 5213.10C
(c) SL-8-09993A, Marine Corps Stock List for Blank Forms

1. Purpose. To establish a forms control and management program within this Command as required and outlined by references (a) and (b).
2. Cancellation. DivO 5213.7B.
3. Background. A "form" is defined as any document, printed or otherwise reproduced, with space for filling in information, descriptive material, or addresses. This definition includes formats designed to structure the arrangement of such information even though they may not be identified by form numbers.
4. Summary of Revision. This Order has been revised for reformat purposes only.
5. Objectives. The objectives of the forms control and management program are:
 - a. Ensure that only those forms and related procedures necessary for the efficient operation of the division are authorized and appropriately utilized. This objective will be obtained by eliminating unnecessary and duplicate forms, and consolidating those serving like or similar functions.
 - b. Achieve the most efficient production and contribution of forms. To achieve this objective, forms control and management must be integrated into the printing management program.
 - c. Coordinate the forms control and management program with the reports management program to ensure effective reporting requirements.
6. Responsibility. The responsibility for overall forms control and management is assigned to the Division Adjutant. Subordinate organizations will implement the provisions of this Order.

7 Action

a. Division Headquarters

(1) Any staff section desiring to initiate a new form, or revise an existing form, will forward a draft of the form to the Adjutant, along with a completed DD Form 844 (Requisition for Local Duplicating Service). The following information will also be provided:

- (a) Approximate quarterly usage.
- (b) Sections and/or organizations that will utilize the form.
- (c) Initial distribution, if desired.
- (d) Relationship to any form in existence, if applicable.
- (e) Reference requiring utilizations of the form, if applicable.
- (f) Certification that the form is not in lieu of any existing standard form contained in reference (c).

(2) The Adjutant will review the form. If approved for use, a form number will be assigned and the form printed and distributed. Once printed and distributed, additional copies of forms will be stored by the originating section.

(3) Masters of all approved forms will be retained by the Reproduction Section. Additional reproduction of existing forms must be approved by the Division Adjutant.

b. Subordinate Organizations

(1) An effective forms control and management program will be implemented down to and including the organizational level.

(2) Organizational Forms Control Officers will review all forms within the organization, to include subordinate units. Consolidation of forms at the higher level will be accomplished wherever possible.

(3) At the discretion of the Organizational Forms Control Officer, any local form that appears to have applicability

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division-wide will be forwarded to the Division Forms Control Officer for evaluation and possible implementation.

8. Identification and Numbering of Forms. All forms will contain:

a. A title

b. A control number.

(1) Under normal circumstances, the control number will commence with an abbreviated title for the command or organization.

(2) This title should then be followed with a classification number. Forms utilized in conjunction with an order or bulletin should be identified with the basic number of the order or bulletin.

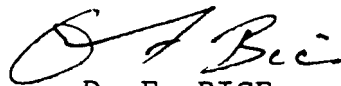
(3) Consecutive numbers will be assigned by the Forms Control Officer in the order of issuance within each numbered subject group.

(4) The month and last two digits of the year the form is initiated, or the latest revision, will be placed in parenthesis after the consecutive number.

(5) The following is an example of a properly constructed control number:

Command/Organizational Title 3dMarDiv 1910/1 (01-92)
 Classification Number _____
 Consecutive Number _____
 Issue/Revision Date _____

9. Obsolete Forms. When forms become obsolete, and no revision is contemplated, the originator should notify the Forms Control Officer by memo to ensure the form is canceled and removed from the record.



D. F. BICE
Chief of Staff

DISTRIBUTION: A/D